



## **LHSP VOLUNTEER SERVICE DESCRIPTION**

### **Service Summary**

**Position Title:** Visitor Services

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Visitor Services volunteers will assist parks in a variety of administrative functions with a strong emphasis on visitor contact. These could include typing, filing, clerical, gift shop support (inventory control and customer assistance), Contact Station support (fee collection, disseminating information to visitors), answering the phone, research, and other administrative duties as designated by the Park Manager or his/her designee.

**Supervision:** Ranger on duty

**Location:** Contact Station, Lake Havasu State Park

**Time Commitment:** 4 hours each day assigned

**Training:** Trained by Rangers on duty or experienced volunteers

**Specific duties and responsibilities:**

- Customer/visitor contact
- Fee collection
- Disseminating information to visitors
- Answering the telephone
- Handling campground reservations
- Other duties as designated by the Park Manager or his/her designee

**Qualifications and requirements:**

- Friendly and courteous relationship with visitors
- Knowledge of basic math skills
- Ability to collect and operate a cash register
- Computer skills are helpful
- Knowledge of park rules and regulations

**Benefits of Service:**

- Knowing that you are providing a valuable service for Arizona State Parks and the surrounding community
- Day Use admission at all Arizona State
- Volunteer uniform items are provided
- Invitation to the Annual Volunteer Venture Event